

Application for Admission to be a  
Hong Kong Institute of Landscape Architects (HKILA) Accredited Arborist



For Official Use Only:

Date received \_\_\_\_\_

Application no. \_\_\_\_\_

Application fee \_\_\_\_\_

Accepted/ Rejected/ Further information required

Remarks

\_\_\_\_\_  
\_\_\_\_\_

**Personal Details (in block letters)**

I, \*Mr/ Mrs/ Miss/ Ms \_\_\_\_\_ ( \_\_\_\_\_ ) (name in Chinese)  
hereby apply for admission to be a HKILA Accredited Arborist.

Date of Birth \_\_\_\_\_ (dd/mm/yy) \*Passport/ HKID No. \_\_\_\_\_

Nationality \_\_\_\_\_

Present Occupation \_\_\_\_\_

(\* delete as appropriate)

**Correspondence Address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Information**

Telephone:

Home \_\_\_\_\_ Office \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

## Academic Qualifications / Professional Qualifications

<b>Academic Qualifications</b>		
Tertiary Academic Qualifications	Awarding Body	Date Obtained

<b>Professional Qualifications</b>		
Professional Qualifications	Awarding Body / Grade of Membership / Details of Registration or Recognition	Date of Election/ Registration/ Recognition

*Details given above must be supported by certified true copies of the original certificates/ letters etc.*

## Employment Details

Employment Details in Chronological Order			
Period (e.g. 06May2012– 03Aug2016)	Company/ Organization (Country)	Position Held	Nature of Employment

## Declaration by Applicant

I declare that all the information given in this application is true and correct. I further declare that if I am admitted as a HKILA Accredited Arborist, I shall be bound by the HKILA's Code of Ethics and Conduct for HKILA Accredited Arborists, and any other rules and regulations set out by the HKILA where applicable.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

## Guidance Notes to Applicants

1. The HKILA maintains a list of HKILA Accredited Arborists for potential deployment to carry out tree assessment and supervise tree related works on site. Applicants for admission must possess the prescribed academic qualifications, professional qualifications and relevant experience, as specified below:

<b>Academic Qualifications</b>	<ul style="list-style-type: none"> <li>• Recognized Degree/ Diploma in Arboriculture, Horticulture, Forestry, Botany, Biological Science, Landscape Architecture, Landscape Management, Landscape Design, Garden Design and Management, or equivalent academic qualification (Level 3 – 4 in HKQF);</li> </ul>
------------------------------------	--

**AND**

<b>Professional Qualifications</b>	<p style="text-align: center;">Either:</p> <ul style="list-style-type: none"> <li>• Certified Arborist, Certified Arborist Utility Specialist, Certified Arborist Municipal Specialist or Board Certified Master Arborist of the International Society of Arboriculture; or</li> <li>• Technician Member, Professional Member, or Fellow of the Arboricultural Association of the UK; or</li> <li>• European Tree Technician of the European Arboricultural Council; or</li> <li>• General Member of the National Arborists Association of Australia (issued on or before 31 Dec 2010); or</li> <li>• Registered Qualified Arborist, Registered Practicing Arborist, Registered Consulting Arborist or Registered Consulting &amp; Practicing Arborist of Arboriculture Australia; or equivalent;</li> </ul> <p><b>PLUS</b></p> <ul style="list-style-type: none"> <li>• At least TWO (2) cumulative years of post-qualification experience, of which ONE (1) year must be obtained within the territory of Hong Kong, within the immediate past FIVE (5) years in related works prior to application;</li> </ul>
--	---

**OR**

<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Possess a minimum of FOUR (4) years of post-academic qualification, of which TWO (2) years must be obtained within the territory of Hong Kong, within the immediate past SIX (6) years in related works prior to application;</li> </ul>
------------------------	---

2. The personal data collected in this form will be used for assessing the application for admission to be a HKILA Accredited Arborist purpose only. Personal data of an unsuccessful applicant will normally be destroyed within 12 months after refusal of his/her application.
3. Those successfully accredited are entitled to describe themselves as “HKILA Accredited Arborists” and to use the abbreviated designation “AA(HKILA)”. AA(HKILA) will be bound by the Code of Ethics and Conduct for Accredited Arborists, and are eligible to become an Affiliate Member of HKILA.
4. Applicants have to submit together with the application certified true copies of the original academic and professional certificate(s), and relevant proof of work experience. True copies of the academic and professional certificate(s) must be certified by the issuing authority or a recognized professional; and proof of work experience must be certified by a recognized professional.

**Recognized professionals include:**

- i) Corporate / Professional Member of HKILA, HKIA, HKIS, HKIE, HKIP
- ii) Accredited Arborist (HKILA)

5. Applicants also have to submit together with the application a “**Report on Training and Experience**” (the **Report**), with description on the applicants’ training and experience preceding the date of application. The Report has to include a short description (could be supported by photographic record) of a minimum of two projects/ cases, in which the applicant was involved. Extract of other assessment reports prepared by the applicant may also be included for better illustration of the applicant’s work experience. The Report should contain sufficient information demonstrating an applicant’s training and experience but should be presented in no more than 1,500 words, and no more than 8 A4 pages including all photographs and illustrations.

6. Relevant academic and profession qualifications and the **“Report on Training and Experience”** should also be submitted in the form of softcopies in CDROM / FTP.
7. Applicants must submit the stipulated application fee with the applications. Payment by cheque should be made payable to “The Hong Kong Institute of Landscape Architects”, OR by account transfer to : The HK & Shanghai Banking Corporation (bank code: 004 & account no. 033-211459-838). Please write your name on back of the account transfer record and submit it together with the application form.

<b>Application Fee</b>	<b>HK\$800</b>
------------------------	----------------

8. Completed application documents, together with the application fee should be sent to:  
The Secretary, Hong Kong Institute of Landscape Architects,  
**PO Box 20561, Johnston Road Post Office, Wan Chai, Hong Kong.**
9. Applicants will be considered for admission on an individual basis. Interview will be arranged for eligible candidates. Applicants not meeting the pre-requisite requirements will not be invited for interview. The **application fee is non-refundable.**
10. Inquiries email: [aap@hkila.com](mailto:aap@hkila.com)
11. Inquiries hotline: 2896 2833

### Self-checklist for Application

I confirm the below documents are attached in the Application for Admission to be a Hong Kong Institute of Landscape Architects (HKILA) Accredited Arborist:-

- Completed application form (*softcopy / hardcopy*)
- Certified true copies of relevant academic qualifications (*softcopy*)
- Certified true copies of relevant professional qualifications (*softcopy*)
- Relevant proof of working experience (*softcopy*)
- Report on Training and Experience (*softcopy*)
- Application fee (*cheque / account transfer record hardcopy*)
- Others (Please specify: \_\_\_\_\_ )

All softcopies please send by **FTP link\*** to [aap@hkila.com](mailto:aap@hkila.com) or sent by a CDROM with hardcopy documents if any

\* Files sent directly attached to email will not be accepted.